

Project Title

As of: DD Mmm YYYY

Project Description: A brief statement describing the specific product / technology being proposed and how the technology or product will work. These should be in clear, concise, layman / newspaper style statements.

Objective & Payoff: What is the objective of this project? Where is the payoff?

What current problem does this project address? This should be short and to the point.

How will this project solve the above problem?

Benefit to the Warfighter: How does this project benefit the Warfighter. What are the capability, result, and difference offered by this technology to an operator? What will the warfighter do better with this?

Funding / Cost: Total cost of the XXXX project is estimated at ~\$xK/M (FY15: \$x.xxxK/M; *FY16: \$x.xxxK/M; *FY17: \$x.xxxK/M).

*Funding is not committed at this time. It is anticipated that additional funding is contingent upon successful completion of previous efforts and availability of funding required.

- This increment is for \$xxxM from RRF/ECTD Pxxx FY14 funds
 - Request \$xxx,xxx.xx Reimbursable/Direct Cite to be used for labor, travel, and contracts be sent to John Smith at Organization Name. Financial POC - see Financial POC in Participants and Customers section.
 - Annotate exactly who is receiving the funding and whether funding should be sent as Direct Cite or Reimbursable.
- If funding will be placed on an existing contract, include contract number, any relevant delivery order # or task order #, and COR contact information
- Obligating documents to include MIPR acceptances and contract modifications will be sent to RRTO.
 - Reimbursable funds will be obligated within 30 days of receipt.
 - Direct Cite funds for an existing contract will be obligated within 60 days of receipt.
 - Direct Cite funds for a new contract will be obligated within 90 days of receipt.
- Amounts leveraged from other programs / projects or Service / Agency investments
 - *As a subset of overall funding, indicate amounts leveraged from other programs / projects or Service / Agency investments*

Program Plan:

- **What is the Period of Performance (POP)?**
 - Current Funding POP: 31 Mar 2014 to 30 Sep 2015
- **Schedule:** Show major activities / efforts planned for the technology/product development with milestones. Include both S&T and acquisition tasks / elements.
- **Deliverables:** What will be delivered over the life of this project? Include hardware and software prototypes for field use or acquisition certification. For internal reporting purposes, RRTO will require monthly updates and a final report providing technical and financial status.
 - *The following deliverables must be included:*
 - Project Overview briefing with regular updates
 - Monthly Status Reports (MSR) to be submitted to RRTO by the 10th of the month (template will be provided)
 - Documentation including POA&M (with regular updates), Technical Data Package, CONOPS, System Design Description, engineering drawings, user manual, training materials, and engineering reports (if applicable)
 - System prototype (if applicable)
 - System demonstration (if applicable)
 - Final report to be delivered to RRTO upon 100% fund expenditure
- **Metrics / Measures of Success:** Discuss what measurement criteria will be established to measure progress against stated goals (e.g., interoperability against an industry standard, opportunity for unit, system, or life cycle savings).
- **Risk:** Anticipated risks and brief risk handling plan.

Potential Transition Plans to Services: How will this program/technology transition to the services?

Participants & Customers:

- **RRTO POC:**
- **Primary and Alternate POC for monthly reporting:**
 - Primary: Name, Email Address, Phone: , Fax: , Organization Name, Organization Address
 - Alternate: Name, Email Address, Phone: , Fax: , Organization Name, Organization Address
- **Technical Representatives:**
 - Name, Email Address, Phone: , Fax: , Organization Name, Organization Address
- **Financial Points of Contact** (Financial rep that will receive the MIPR and / or provide follow-on status of obligations / expenditures):

- *Financial representative will be a GOVERNMENT financial manager who can receive a Military Interdepartmental Purchase Request. Please include email, phone, address, and fax number for MIPR.*
- Provide ALL information below
- Name, Email Address, Phone: , Fax: , Organization Name, Organization Address
- **Combatant Command/User Sponsor:**
- **Lead Service/Agency:**
- **Program/Product Manager:** *The Program / Product Manager who will fund for procurement and / or logistics support*
- **Key contractors/providers of the technology or product:**

LIMIT TOTAL INPUT - NOT MORE THAN THREE PAGES